

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

FROM : Chief, Orientation and Briefing Division

SUBJECT: Report for Week 13-19 November 1952

DATE: 20 November 1952

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I. INDOCTRINATION

1) On Monday, 17 November [] newcomers attended the Indoctrination Program.

II. ORIENTATION

1) All of the innumerable details connected with the Orientation program consumed the major portion of our efforts,—getting final touches on content of presentations, meetings with the speakers, modification of visual aids, etc. Many unanticipated problems, as in the past, came up regarding security check on guests, transportation difficulties, etc. One major problem on this occasion has been the making of all arrangements for security attendance, etc. for our very special guest. This, however, is all part of the staging of such an undertaking.

II. PRESENTATIONS

1) Discussions have been had with Mr. Lawrence Houston and Mr. [] regarding the content and format of their presentations for 26 November and 10 December respectively.

IV. SPECIAL 25 YEAR RE-REVIEW

1) [] (Deputy Chief of the Personnel Procurement Division) called regarding a special briefing for (5) recruiters. This will be done on the afternoon of 20 November.

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2) A special call came from [] of the DCI's office regarding a presentation to be made on the "Mission, Scope and Responsibilities of the Agency" to a luncheon group in the Pentagon. I told [] that any such request as this should be cleared with Colonel Baird. A note has just been received indicating Colonel Baird's approval for this request.

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3) Even though we have received some outlines from the SIS School regarding the content of talks to be given by our speakers at the School, I have told [redacted] that we need more in both quantity and substance. He agreed to comply.

4) On Thursday, 13 November, gave a special presentation from 1040 to 1250 at the Strategic Intelligence School on the "Organization and Functions of the Central Intelligence Agency." This covered the lecture and question-and-answer period.

5) On Thursday, 13 November, conducted a special two-hour briefing for investigators from our Office of Security.

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Chief, [redacted] and Briefing Division

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cc: Chief, Plans and Policy Staff, OTR

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